



Library Board Report

To: Chair and Members of the Bruce County Public Library Board

From: Brooke McLean, Director, Library Services

Date: November 20, 2024

Re: Fees and Charges

Staff Recommendation:

That the Bruce County Public Library Board increase exam proctoring fees to \$40.00 and processing fees to \$5.00 for all item types.

Background:

The Bruce County Public Library collects fees for certain services as permitted by the Public Library Act, R.S.O. 1990, cP.44. Current fees are outlined below.

Item	Fee
Material replacement fees	Varies according to replacement cost
Processing fee	\$2.00 magazines, \$4.00 all other materials
Library cards	First card free - \$3.00 for replacements
Printing or copying (letter or legal)	.25 per page (1-sided, black and white)
Faxing	Within Canada: \$1.00 first page, \$0.50 each additional page International: \$2.00 first page, \$1.00 each additional page
Laminating - letter sized	\$1.00 per page
Cricut Supplies - cardstock (8.5"x11" or 12"x12")	\$1.00
Cricut Supplies - vinyl, iron-on or other specialty material	\$2.00 per sheet
Room Rental - For profit/individual	\$10.00 per hour, minimum 1-hour booking
Room Rental - Bruce County Departments, Friends of the Library, Non-profit	No charge
Exam Proctoring	\$20.00

The exam proctoring fee has been \$20.00 since BCPL first introduced this service. A review of fees at other libraries in Ontario shows that this amount is relatively low. Staff recommend increasing this fee to \$40.00.

Similarly, the processing fee has remained at \$2.00 for magazines and \$4.00 for all other materials for many years. Staff recommend increasing the processing fee for materials to \$5.00 for all items.

Financial/Staffing/Legal/IT Considerations:

Fee increases are outlined in this report.

Interdepartmental Consultation:

None.

Link to Strategic Plan:

None